G. R. S. IX-5]

Previous references.

File No. 1913-14, (E.A.Q.)

Serial Nos.

Later references.

P

P 120 (2)

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 1–6.

Part B for April

SUBJECT.

Office manuals and duties of clerks.

To The Senior Surgeon, Mysore Force
E.O. No 1. E.A.Q. dated 16th April 1914
Approved of the Rough Office manual of the Senior Surgeon's office.

W D 88—GPB—50,000—24-7-18

G.R.S. 11]

1913-14

GENERAL AND REVENUE SECRETARIAT.

(G.A.B.)

NOTES.

File No. 1-13

FILE HEADING.

Office manual and standing orders.

From

The Senior Surgeon with the Govt. of Mysore.

No. G.4435 Dated 9.4.14. Received 13.4.14.

Diary No. 98	Enclos.	Spare Copies.	Serial No. 1

BRIEF ABSTRACT OF LETTER.

States that there is no Office manual or rules of office procedure in his office and a set of standing orders of Govt. relating to the medical deptt. and instructions issued from his office to subordinate offices is maintained in his office.

NOTES AND ORDERS.

The Senior Surgeon's office is a large one and seems to require an office manual. Submit for orders.

Nepe
16/12

V Whether there is any correspondence

NOTES—First Sheet.

GPB—35,000—15-6-12

General and Revenue Secretariat. | G A File No. (9)11 of 1913-14

Serial No.

on the subject in Br IV may be asscertained

Mlle
12/12/14

3

The draft medical code received from the Senior Surgeon was returned to him for revision and resubmission. He has promised to send the revised code by the end of January 1915.

Submd

Mlle
12/12.

The papers relating to the Medical Code may be put up for reference and return —

Mlle
16/12

Br IV)

5

LB Nos 53-64.

The formal notes relating to Med. file (29-10) together with the connected papers re: the draft of the Med. Code have been sent unofficially to the Senior Surgeon. The papers now available in Branch IV are only reminders issued to the Senior Surgeon to expedite the subm. of the draft Med. Code and the Senior Surgeon's replies thereto. If necessary, these papers will be sent for perusal & return.

Obdn-51

16.12.14

17.12.

Submd

17.12.14

NOTE—Contn. sheet.

GPB—£5,000—2-11-13

G. R. S. 12]

General and Revenue Secretariat. | GA File No. (G)1 of 191 3. 14

Serial No.

1 Put up a draft letter to the Senior Surgeon requesting him to arrange for the preparation of a manual for the various branches of his office, initiating the general plan that he would propose for the manual.

Nee 19/12

Draft prepd Nee 21/12 Mw

The proposed Medical code will, I understand, contain some general directions about office routine, but these do not dispense with the necessity of an office Manual for the Senior Surgeon's office. A draft letter is put up for approval

Nee 23/1/15

Secretary) G

Approved. Mw 25/1. Dmee 25/1

Nee 25/1

2 Letter No: 341 dy 25.1.15 to the Senior Surgeon requesting to have an office manual prepared & to submit the draft by the end of March 15.

In reply to a reminder issued, the Senior Surgeon states that the draft office manual will be submitted by the end of May 1915 as

NOTE—Contn. sheet.

GPR—10,000—13-6-14

Serial No.

This office is now busy with the preparation of annual accounts & a due to the Secretariat on 31st May 15. Contentes NOTE & received at the time proposed Mew 19/4/15 MW

Mew 20/4

93 3 Letter No. G. 1139 dt the 21st April 1915 from the Senior Surgeon forwarding a draft of the office manual. 11 maintenance of character roll is provided in the manual. In the portion relating to record arrangement some of the rules contemplated in the printed note on the Disposal Number System have been incorporated. The general set up is on the lines of the Secretariat office manual. The general rules of office procedure are also incorporated. Lists of records to be permanently preserved and of those to be destroyed at intervals would make the manual complete. The terms "A" & "B" series used in para 120 should have been explained beforehand. Noted. Mew 21/9. MW. 12

The rules of the disposal number System — some of them — have been taken, but the system itself has not been adopted. This has led to some inconvenience. For instance

NOTE—Contn. sheet.

(5

R. S. 12]

General and Revenue Secretariat.

E. A File No. (9)11 of 191~~3-14~~

Serial No.

The reference to 'numbered disposals' of the A and B series in Section 118 and to the disposal list in Section 121 can have no meaning unless the disposal system has been adopted.

13 The arrangements for the periodical scrutiny of arrears, are in the main based on the General Rules of Office Procedure, apart of simplification.

14 Criticisms on minor points are given in the marginal notes written on the draft manual.

15 The best course seems to be to talk over the matter with the Senior Surgeon, and if he agrees, to incorporate the rules of the disposal number system in this entirety in the Manual. The work would be facilitated if the Senior Surgeon could give us for a couple of days the services of one of his clerks, preferably the one who has helped in the drafting of the Manual. If approved, action will be taken on these lines.

Secy) 16 Please write to him accordingly as proposed

NLL 20/10/15

Draft 1/11

NLL 9/11

NOTE—Contn. sheet.

GPB—20,000—30-6-15.

G. R. S. 12]

General and Revenue Secretariat.

E & A File No. 61/1 of ~~1913~~.

Serial No.

17

D of S.O. ruled
Nepe
Mm 13/11. 18

Draft & fair copy of a S.O. are put up for approval & signature Secretary

Issue
Nem
12/11

Nem
15/11

19 Approved

Dem
7/11

Please change date.

S.O. No 954 of 7.12.15 to the Surveyor engineering ~~Calcutta~~ when it will be convenient for him to see Mr Mathe-van Row to discuss on the Office manual. Reply S.O. No 6398 of 7.12.15 stating that the 9th inst will suit him. S.O. of the 17th January 1916 enquiring if the revision of the manual as settled personally has been completed. Reply No: 75 of the 22nd inst: Stating that the draft manual may be arranged to be revised here and sent to him when he would go through it and return it for the final approval of Govt: or arrange to meet again if necessary.

Ruled
Nem
2/2/16

I have made some corrections. The rest should be embodied as per notes given

Nem
28/1

NOTE—Contn. sheet.

GPB—20,000—80-6-15.

G. R. S. 12]

General and Revenue Secretariat.

E&Ag File No./ · of 191 .

Serial No.	
4	D.O. No. 1-E&Ag dy 14.2.16 to the Senior Surgeon returning the manual revised.
	D.O. No. 1-E&Ag dy 8.3.16 to the Senior Surgeon enquiring when the draft manual may be expected.
	Reminder 2.6.16.
	Reminded 12-8-16
	Draft reminder letter put up.
	Submitted 25/9. Done 26/9
	Reminder issued 29.9.16.
	The draft manual has not been received in spite of 3 reminders nor even has been acknowledged. A stringent reminder is put up.
	Submitted 27/1 Done 29/1
	Reminder issued 24-1-17.
5	Senior Surgeon's letter No. A 238 dy the 2nd Feby 1917 submitting revised draft of office manual
	The draft manual has been prepared in accordance with instructions and seems suitable,
	Draft so. approving is put up.
	Submitted 27/3/17 this manual is on the same lines as the office Manual

NOTE—Contn. sheet.

GPB—70,000—17-12-15

A. R. S. 12]

B/ (8 9

General and Revenue Secretariat. | E.A.G. File No. 1. of 1916.

Serial No.

Flag R.

of the Sanitary commr's office which has already been approved by the Extraordinary Member.

A draft G.O. approving of the manual is put up for consideration.

Extraordinary Member. 2/4/17.

Draft approved by the Extraordinary member.

13.4.17. 14/4

14/4

G.O. No. 1-E.Ag.-6 of 14-4-1917.

Approves the draft revised manual of the Senior Surgeon's office and says that there is no objection to introduce the Disposal Number System into his office from 1917-18.

To Branch IV with a copy of the order

16/4/17.

Kp. 17/4

Subd to the Asst Secy for information. May the file be returned after retaining the copy of the order

17.4.17 (Kp VIII)

18/4/17

NOTE—Contn. sheet.

GPB—60,000—7-11-13

General and Revenue Departments,

No.51-57/G.A. Bangalore, 7th February 1914.

From

The Secretary to Government,
General and Revenue Departments.

To

The Heads of Departments.

Sir,

With reference to para 5, clause (i) of G.O.No.G.3984-72 G.S.259-IV-1 dated the 3rd February 1914 I am directed to enquire whether Manuals or Rules of Office Procedure, a complete set of the standing orders of Government relating to your Department and a full up-to-date file of the orders and instructions issued by you for the guidance of your subordinate offices are kept and maintained in your office.

2. I am to request that spare copies of the same may, if available, be kindly sent for the information of Government at your earliest convenience.

I have &c.,

Intd. N. R.

For Secretary to Government.

Intd. B.R.K.
6-2-1914.

Issue
B.K.
6-2-1914.

11

No. G. 435 D98
Encs. 75

Office of Senior Surgeon, Mysore Govt.,

Dated, Bangalore, 9/11 . 4 . 1914

8 L 1.

From

Rao Bahadur T.V.Arumugam Mudaliar, Esq., M.B.C.M.,
~~P. S. Achyuta Rao, Esquire,~~
Senior Surgeon with the Government of
H. H. the Maharaja of Mysore, Bangalore.

To

K. R. Srinivasa Iyengar, Esq., M.A.,
Secretary to the Government of
H. H. the Maharaja of Mysore, Genl. and Rev. Deptts.,
Bangalore.

Sir,

In reply to your letter No. 51-99/E.A. dated 7th February 1914, I have the honor to inform you that there is no office manual or rules of procedure relating to my office. A set of standing orders of Government relating to the Medical Department, as also of circular orders and instructions issued from this office for the guidance of subordinate offices, is maintained in this office.

2. Spare copies of the same, however, are not available in all cases. A collection of such of them as are available*, is herewith sent.

* From 1909 up to date.

I have the honor to be,

Sir,

Your most obedient servant,

T.V. Arumugam

Senior Surgeon, Mysore Government.

From

THE SENIOR SURGEON
WITH THE GOVT. OF MYSORE,
Bangalore.

To

THE SECRETARY
TO THE GOVT. OF MYSORE,
G. & R. DEPTTS., BANGALORE.

Dated 9.4.14

Despatched //

Received

General No. G. 435
No.

Enclosure No. 75

SUBJECT.

Forwarding available copies of a collection of circulars issued.

12

Surg 58

G. R. S. 26]

File No. 1713
Serial No. 56

Diary No. of letter replied to 98.

No. 341
80

General and Revenue Secretariat
( )
, the *191* .

To

The Senior Surgeon with the Government of Mysore, Bangalore.

Date of issue 25-1-15

Signed by Sd. Z. Madhava Rao

Sir,

With reference to your letter No.G. 435 dated the 9th April 1914, in re:Office Manuals,&c., I am directed to request you to be so good as to arrange for the preparation of a Manual to systematize work and procedure in your office. The draft manual may be submitted to Government before the end of March 1915.

I have &c.,

Dtee 25/1

Offg.Secretary to Government, General and Revenue Deptts.

Copy to Branch IV. 24/1

23-1-1915.

over.

SUBJECT.

No. G. 113
Encls. 1-file

Office of Senior Surgeon, Mysore Govt.

Dated, Bangalore, Aug. 21 1915 191

From

Rao Bahadur T. V. Arumugum Mudaliar, Esq., M. B., C. M.,
Senior Surgeon with the Government of
H. H. the Maharaja of Mysore, Bangalore.

To

The Secretary to the Government of
H. H. the Maharaja of Mysore,
General Deptt., Bangalore.

Sir,

With reference to your letter No. 341/E.A. dated 25th January 1915, I have the honor to forward herewith the draft of a manual of office procedure relating to my office and to apologise for the delay.

I have the honor to be,
Sir,
Your most obedient servant,

T V Arumugam

Senior Surgeon.

GPB—50,000—26-1-15

D.No 228/2.A
27.8.15

From

The Senior Surgeon,
Mysore Govt, Bangalore.

To

The Secretary to Govt
Genl: Deptt

Dated 21-8-15 Bangalore
Despatched

Received

General No. Cf. 113
No.

Enclosure No. 1. file

Forwarding the draft of a manual of office procedure relating to the Senior Surgeon Office.

D.O. 20.954 G.A.

Draft

Bangalore,
7—12—
~~15th November~~ 1915.

Dear Sir,

Referring to your office letter No.G.113 dated the 21st August 1915 forwarding the draft of an Office Manual, I am desired to state that the manual seems to require some alterations here and there. As the disposal of the case is likely to be facilitated by a personal discussion, I shall, if you have no objection, ask Mr.N.Madhava Rao, Assistant Secretary, who has been dealing with the papers, to see you your in/office at any hour convenient to you.

Yours sincerely,

Dewan

Rajakarya Pravina Rao Bahadur
T.V.Armugam Mudaliar, Esq.,
M.B., & C.M.,
Senior Surgeon with the
Government of Mysore.

15

Office of Senior Surgeon, Mysore Govt.,
Dated, Bangalore, 8-12-15.

D. O. No. 63

Dear Sir,

Your D.O. No. 954/E.A. dated 7th December 15.

I shall be glad to see Mr. N. Madhava Rao, Assistant Secretary to Government, in my office at 1 P.M. tomorrow in connection with the draft of my office Manual.

Yours sincerely,

Senior Surgeon.

To Mr N. M Rao
8/12

D.M. Narasinga Rao, Esq., B.A., B.L.,
Secretary to Government,
General Deptt., Bangalore.

C.V.A.G.I

Bangalore,
17th January 1916

Dear Sir,

When I met you on 9th December 1915 with reference to the Senior Surgeon's office Manual, you were kind enough to state that you would ask the Manager of the office to look over it again with reference to the points discussed on the occasion. I shall feel greatly obliged if you will kindly let me know whether the revision of the Manual has been completed and when I may see you again about it.

Yours sincerely,

For Secretary to Government,
General Department.

Rao Bahadur
T.V.Armugam Mudaliar,Esq.,M.B.,& C.M.,
Senior Surgeon with the Government of Mysore.

E & A (G) 1

D. O. No. 75

Office of Senior Surgeon, Mysore Govt.,
Dated, Bangalore, 22-1-16

Dear Sir,

Your D. O. letter No.1, dated 17th instant enquiring whether the revision of my office manual has been completed and when you could see me again about it.

The draft manual now before the Government embodies the present practice of my office and certain modifications of (and additions to) the same in the light of the Rules of Office Procedure issued by the Government.

It would, in my opinion, facilitate disposal of the question if you can make it convenient to have the draft revised in your office in the form that Government would desire it to take, and then send it on to me. I shall go -- through it and if found acceptable shall retransmit it to you for final sanction of Government being obtained thereto. If not, we may meet again and have a further discussion.

Yours sincerely,

N. Madhava Rao Esq., B.A., B.L.,
Assistant Secretary to Government,
General Department (E. A. D.)

Sl - 4.

18

D. O. No. 1-E. Ag.
Enc. 2

GENERAL AND REVENUE SECRETARIAT.

Dated Bangalore, 12th February 1916.

Dear Sir,

As desired in your D.O.No. 75 dated the 22nd ultimo, I herewith return the draft manual of your office noting thereon the additions and alterations necessary in order to incorporate in it the rules of the Disposal Number System. If after going through the draft manual, you think further discussion necessary, I shall be glad to meet you again at any time you may find convenient.

A copy of the rules pertaining to the Disposal Number System is also enclosed.

Yours sincerely,

Rajakarya Pravina Rao Bahadur
T.V.Armugam Mudaliar, Esq., M.B., & C.M.,
Senior Surgeon with the Govt of Mysore.

G.R.S. 26]

SUBJECT.....

.....

.....

*Diary No. of letter replied to*_____

General and Revenue Secretariat

( )

, the *191* .

Date of issue 8-3-1916

Signed by Mr. N. McDiarmid Rec.

Section

File No.

Serial No.

No. 1-E. A.G.

To

Rajakariya Pravina

Rao Bahadur D.V. Arunga

Modeliar Esquire M.B.E.

Sr. Surgeon & Secy

Com with the

Govt. of Ceylon

Dear Sir,

I am desired to request you to be so good as to state when the revised ~~Code~~ draft manuals ~~both~~ of the Senior Surgeon's Office & ~~of your Offices~~ may be expected

Yours faithfully

for

GEN. & REVENUE DEPTT.
VIII
13 FEB 1917

From

The Senior Surgeon,
Mysore Govt., Bangalore.

To

The Secretary
to the Govt. of Mysore,
General Deptt.,
Bangalore.

Dated 31.1. / 2.2. 1917.

No. G. 238

Encls. 1 file

Subject.

Forwards a revised draft of Office Manual.

No. G. 238
Encls. 1 file

Office of Senior Surgeon, Mysore Govt.

Dated, Bangalore, 31st January 1917.
2 Feb.

From

Rao Bahadur T. V. Arumugum Mudaliar, Esq., M. B., C. M.,
Senior Surgeon with the Government of
H. H. the Maharaja of Mysore, Bangalore.

To

The Secretary to the Government of
H. H. the Maharaja of Mysore,
General Deptt., Bangalore.

Sir,

With reference to your D.O. letter No.1-E.A.G., dated 8th March 1916 and subsequent reminders, I have the honor to forward herewith, a revised draft of the Manual of Office Procedure of my office, incorporating therein the "Disposal Number System" as desired.

I request that the new rules, when sanctioned by Government, may kindly be ordered to be brought into force from the beginning of the next official year as it will be inconvenient to introduce changes in the middle of the year.

I have the honor to be,
Sir,
Your most obedient servant,

Senior Surgeon.

G.R.S. 28]

E/AG File No. 1
Serial No. 6

*Diary No. of letter replied to*_____

Proceedings of the Government of His Highness the Maharaja of Mysore

GENERAL AND REVENUE SECRETARIAT.
( )

, *the* 191 .

Date of issue. 16-4-17

Signed by Jno. G. Madhava Rao.

READ—

Correspondence ending with letter No.G.238 dated the 2nd February 1917 from the Senior Surgeon with the Government of Mysore forwarding a revised draft of his office manual incorporating therein the Disposal Number System.

ORDER THEREON.—No. 1-E.A.G-17 dated 14 April 17

The revised draft manual submitted by the Senior Surgeon is approved. The Senior Surgeon may arrange with the Superintendent, Government Press, to have the

over.

SUBJECT.

Approves the Draft Office manual of the Senior Surgeon's Office.

GPB—50,000—1-12-12

he manual printed.

2. Government have no objection to the roposal of the Senior Surgeon to introduce he Disposal Number System in his office from the beginning f the next official year i.e. 1917-18.

for Secretary to Government,
General Department.

To

The Senior Surgeon with the Govt of Mysore

Copy to Branch IV.